

**PROFESSIONAL POSITION DESCRIPTION**

**Position Title:** Policy Associate II - Resource Family Training Specialist

**Division:** Muskie School of Public Service

**Department:** Cutler Institute for Health and Social Policy

**Location:** Portland, Augusta, or Bangor

**Schedule:** 40 Hours per Week (Flexible)

**Reports to:** Senior Associate: Youth and Community Engagement

**STATEMENT OF THE JOB:** This position is responsible for leading and delivering the Resource Parent Introductory Training Program covering the [Northern/Southern] part of Maine. The Specialist will prepare for each training cohort and coordinate and manage delivery with a Resource Family Introductory training partner. The Specialist will incorporate a variety of delivery modalities and adult learning principles to ensure an active learning environment that is effective with various learning styles, while maintaining fidelity to the curriculum. The Specialist will coordinate with their counterpart responsible for delivering the training in [Northern/Southern] Maine to ensure consistency statewide. The Specialist will lead post-training meetings with each participant in partnership with an OCFS Licensing Worker to provide coaching and professional development. The Specialist will participate in meetings of the Cutler RFIT Training Team, develop and implement plans for other Resource or Kinship Family development activities, or other relevant activities. The Associate brings content expertise to state and national child welfare initiatives and develops projects in the areas of training and workforce development. This position contributes knowledge to the field through writing & dissemination through publications and presentations.

**ESSENTIAL FUNCTIONS:**

* Leads and manages Resource Family Introductory Training delivery throughout the Northern/Southern Region of Maine, based on needs identified by OCFS within each district.
* Delivers training using a wide variety of training modalities, including lecture, facilitation of discussions and activities, conducting demonstrations, and incorporating role-plays; understands and applies adult learning principles.
* Develops project, training, and implementation plans.
* Supervises (up to eight) Resource Parent training partners; manages and coordinates co-delivery of training with the partners.
* Leads post-training meetings with participants and OCFS.
* Provides leadership, content expertise, and project development in the field of child welfare and workforce development.
* Convenes and manages work groups, engaging child welfare agency staff and key stakeholders in training assessment and design.
* Identifies trends and challenges in Resource Family Introductory Training and provides content expertise and direction for ongoing Resource Family Professional Development.
* Actively monitors relevant changes in policy, procedure and law; assesses impact; recommends adjustments to ensure training remains aligned with OCFS priorities.
* Facilitation/Co-Facilitation of Introductory Kinship Training as needed.
* Manages development activities, including communicating with potential funders, proposal design, drafting proposals, literature reviews, data preparation, research methodology design, and work plans.
* Manage completion and submission of all required reports, evaluation data, documentation, and other required paperwork.
* Manages and uses remote and online learning technology.
* Additional duties as reasonably assigned.

**SPECIAL ESSENTIAL FUNCTIONS/RESPONSIBILITIES:**

* Ability to provide own transportation (fully-insured vehicle), provide proof of a valid driver’s license, and compliance with Maine law regarding vehicle insurance.
* Ability to work on federally funded projects.

**SUPERVISORY RESPONSIBILITIES:**

* Direct supervision of 8 Part-Time Temps as Needed Resource Parent Training Partners.

**BUDGET RESPONSIBILITIES:** Varies with project director role assignment.

**PUBLIC AND PROFESSIONAL ACTIVITIES RELATED TO JOB PERFORMANCE:**

* Makes presentations at professional conferences or forums and provides assistance to community agencies, legislators, state agency staff or others on issues related to the project.
* Works with other staff in preparing journal articles or other materials for scholarly publications.
* Remains involved in state or national professional associations.

**INTERNAL AND EXTERNAL CONTACTS:**

 **Internal:** Members ofUSM Cutler Institute, other USM and UMS staff, graduate interns

 **External:** OCFS Staff, trainees, prospective Resource parents and Kinship providers, funders, collaborative partners, and community organizations at a regional, state and national level

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* Experience managing and delivering training content effectively, and with the design and implementation of training and professional development initiatives
* Demonstrated knowledge of adult learning principles, experience employing a variety of training methods, and experience with group dynamics
* Demonstrated knowledge of the values, ethics and standards of Maine’s Child Welfare System, including the role of foster, adoptive and kinship care providers within that system
* Demonstrated knowledge of current federal and state child welfare laws, regulations, policy and practice
* Demonstrated ability to communicate and work successfully with a broad spectrum of professional staff in the child welfare, capacity building, and workforce development areas
* Demonstrated ability to take initiative and identify new tasks; possesses an attitude that fosters a respectful, thriving workplace environment
* Experience supervising staff

**QUALIFICATIONS:**

 **Required:**

* Master’s Degree and 5 years or Bachelor’s Degree and 10 years of relevant professional experience
* Demonstrated experience in training and workforce development
* Project management skills and experience
* Significant knowledge of and experience with Maine’s child welfare system and OCFS policies and practices

 **Preferred:**

* Knowledge of proposal writing and project development
* Experience publishing or presenting on project findings

***\*NOTE****: All individuals who are recommended to fill and subsequently offered a position with* ***special essential responsibilities*** *as checked above, or other licensure or certification, shall have the following additional applicable background screening completed (in addition to regular and standard background screening) based on the responsibilities of the position: Credit history screening, and/or Sex offender registry screening, and/or Federal criminal history screening and/or License/certification verification.*

**Date Approved: 10-2020**

**Date Revised:**

**Job Family: 11**

**Salary Band: 105**

**Unit: UMPSA**

**CUPA code:**

**Employee: vacant**

**Position #: 00024666**